

CHAPTER 8

SPECIAL PROCESSING PROCEDURES

A. AMERICAN SAMOA

1. Policy. Personal Property from OCONUS (EUCOM and PACOM) dated April 27, 1973. Provisions of DoD 7220. 9-M (reference (g)) , computing accessorial charges based on a percentage of the inventory standard price or dollar value, are not applicable to this agreement. SUPACTs will bill GSA by SF 1080, Voucher for Transfers Between Appropriations and/or Funds, to cover the PCH&T costs indicating fund citation 405x510. 000 and TAC A-9Z9 .

a. AMSAMOA may obtain Pacific assets on a nonreimbursable basis.

b. AMSAMOA will submit requisitions to DEPRA in MILSTRIP format by the fastest communications media available. The following is the order of preference:

(1) Electrically by data pattern on formulated teletypewriter message.

(2) Mailed computer readable transactions.

(3) Other.

2. Rescission. All previous instructions for AMSAMOA participation are rescinded when these procedures are implemented.

3. Procedures

a. AMSAMOA will forward requisitions to DEPRA using the above policies.

b. DEPRA will process AMSAMOA requisitions as specified in chapter 6 of this supplement.

c. The ship-to address for AMSAMOA is:

Government of American Samoa
Fi j iyama Sangyo Co. , Ltd. (Agent)
c/o Utoko Express Co. , Ltd.
No. 12 Chisuki Yamashita Futo
Naka-Ku, Yokohama
Japan

4. Billing Procedure. SUPACTS will bill, AMSAMOA for PCH&T costs not to exceed 7-1/2 percent of the extended dollar value of assets shipped. Billing will be by SF 1080. In lieu of appropriate ion data, SUPACTS will indicate NSN, quantity, unit of issue, document number, unit price, and EDV. The following billing address will be used for all requisitions with AAC 14 Y601:

Director of Materiel Management
Department of Administrative Services
Government of American Samoa
Pago Pago, American Samoa 96799

5. Reports . DEPRA will provide the Governor, AMSAMOA, with statistical data as specified in appendix C.

B. TRUST TERRITORIES, PACIFIC ISLANDS

1. Policy

a. TTP I may obtain Pacific assets on a nonreimbursable basis.

b. TTPI will submit requisitions to DEPRA in MILSTRIP format by the fastest communications media available. The following is the order of communications preference:

(1) Electrically by data pattern or formatted teletypewriter message.

(2) Mailed machine readable transaction.

(3) Other.

2. **Rescission.** All previous instructions for TTPI participation are rescinded when these procedures are implemented.

3. Procedures

- a. TTPI will forward requisitions to DEPRA under the above policies.
- b. DEPRA will process TTPI requisitions under chapter 6 of this supplement .

4. Billing Procedures. SUPACTS will bill the TTPI for PCH&T costs not to exceed 7-1/2 percent of the EDV of the assets shipped or actual costs, whichever is less. Billing will be by SF 1080. In lieu of appropriate ion data, SUPACTs will indicate NSN, quantity, unit of issue, document number, unit price, and EDV. The following billing address will be used for all requisitions beginning with 14X as the first three positions of their AAC:

Director of Finance
Trust Territory of the Pacific Islands
Saipan, Marianas Islands 96950

5. Reports . DEPRA will provide the High Commissioner, Trust Territory of the Pacific Islands, with statistical data as specified in appendix C.

c. MILITARY ASSISTANCE PROGRAM. (Not Used)

D. MEDICAL

1. Purpose . To provide a means for the redistribution of medical items which are serviceable excesses but which, because of their peculiar nature, require additional DEPRA/SUPACT processing.

2. Policy

a. Medical materiel excess to the authorized retention levels with no less than 6 **months of remaining** potency/shelf life shall be reported. **Medical** materiel in propositioned war reserve stock accounts with 18 months or less **remaining** shelf life shall be reported. Medical materiel in propositioned war reserve stock accounts with less than 6 **months remaining** shelf life will not be reported. Project Code 3PR will be used to identify prepositional war **reserve** medical materiel available for redistribution.

b. Authorized CONUS activities requisitioning **medical items** will be included as **DEPRA** participants.

c. Requisitions filled from **PWR medical materiel** through **DEPRA** will be billed under **MILSBILLS** (reference (k)) .

3. *Procedures.* Normal DEPRA procedures as described in this supplement will be followed unless modified by this paragraph. A point of contact (address, AUTOVON telephone number) must be provided by each Service.

a. Reporting

(1) Excess reports will be in normal DI FTE format and will be forwarded to DEPRA via AUTODIN. DEPRA will record the report and concurrently forward same via the DAAS to the appropriate CONUS IMM for screening. **Excess reports with Project Cock 3PR will be screened only at DEPRA .**

(2) *Medical materiel in FSC 6545 is not reportable.*

(3) The following items will be reported to DEPRA subsequent to determination of materiel to be Service excess:

(a) Medical regulated items.

(b) Medical items which qualify for acquisition and Service screening under MEDCASE or similar procedures.

(4) **All PWR medical materiel that falls within the designated shelf-life criterion for redistribution will be reported except:**

(a) **PWR materiel stored at remote locations.**

(b) **PWR materiel preconfigured as sets, kits, and outfits.**

(c) **Medical materiel undergoing FDA processing or extension.**

(d) **Medical materiel requiring special handling.**

(e) **Medical materiel requiring refrigeration.**

(f) **Medical materiel which is corrosive or inflammable .**

b. DI FTE/FTR Processing

(1) In addition to normal DEPRA procedures, a DI FTE will be matched against a master medical NSN file. The master medical NSN file will consist of all NSNS listed in the following Federal Supply Catalogs (Medical) :

C-3000/6300-IL	C-6520-IL	C-6540-IL
C-6505-6508-IL	C-6525-IL	C-6660-IL
C-6510-IL	C-6530-IL	C-6700/9500-IL
C-6515-IL	C-6532-IL	

This file will be "flagged" to indicate those NSNS assigned Controlled Inventory Item Code "Q" or "R" in the supply catalogs. (See DoD 4100.39-M (reference (h)) for a complete listing of controlled inventory item codes.)

Controlled Inventory Item Code Q - An item which is a drug or other substance determined by the Administrator, Drug Enforcement Administration, Department of Justice, under Schedule III, IV, or V, as defined in the Controlled Substances Act (reference (i)) , and other items requiring security storage.

Controlled Inventory Item Code R - Alcohol, alcoholic beverages, precious metals, or a drug or other substance determined by the Administrator, Drug Enforcement Administration, Department of Justice, under Schedule II, as defined in the Controlled Substances Act (reference (i)), and other items requiring "vault storage.

(2) Each Service will be responsible for providing DEPRA with any changes that may occur affecting Controlled Inventory Item Code Q and R items.

(3) The forwarding of DI FTE to the CONUS IMM, the processing of DI FTR disposition instructions, and DEPRA screening criteria will follow normal procedures as defined in chapter 4 of this supplement.

c. Requisitioning

(1) To preclude the unauthorized use of sensitive medical items, it is imperative that only authorized requisitioners receive medical items. To enforce this policy, DEPRA will conduct a special edit of requisitions received for medical items to ensure that the requisitioner is authorized to requisition medical materiel. DEPRA will not be required to apply any controls in addition to this special edit other than those already existing in the system as outlined in this chapter.

(2) Authorized requisitioners will submit both their funded and unfunded requisitions for medical materiel to the DEPRA system.

(3) Each S/A will be responsible for notifying DEPRA of any additions or deletions to the list of authorized medical requisitioners.

(4) The DEPRA system edits will verify that the requisition is from an authorized requisitioner by screening it against a master table of authorized medical requisitioners. This table will indicate activities authorized to requisition all medical materiel without restriction plus those activities authorized to requisition medical materiel less Controlled Inventory Item Codes Q and R. This table will be provided and maintained as shown in appendix D. All requisitions not passing the authorized medical requisition edit will be rejected back to the requisitioner with D8 status/DI AE1.

(5) *Priority medical requisitions 01-03 will be excluded from the DEPRA redistribution process.*

(6) *Redistribution of medical items with less than 18 months of remaining shelf life shall not be made to fill war reserve requirements.*

d. Shipments

(1) In addition to normal DEPRA procedures, supply activities will establish necessary policies and procedures to ensure that controlled substances are not shipped to unauthorized customers. Controlled substances are drugs so designated by the Administrator, Drug Enforcement Administration, Department of Justice, under Public Law 91-513 (reference.. (j)). Items designated as controlled substances are listed in the Federal Register.

(2) In order to ensure the DEPRA systems' ability to redistribute expiration dated items with sufficient remaining shelf life to cover time for delivery and normal consumption by the requisitioners; holding activities will submit DI **FTCs to DEPRA** when the remaining shelf life reaches 6 months. Holding activities will not ship items with less than 6 months remaining potency/shelf life without concurrence from the receiving activity.

e. Billing/Coll ection

Billing/collection of redistributed PWR medical assets will be accomplished under MILSBILLS (reference (k)).

E. PRIORITIES

The following sequences of release is applicable to unfunded requisitions addressed to the DEPRA system only:

- 1 . U.S. Military activities including DoD contractors in EUCOM/PACOM .
2. DoD supported AID (Foreign Disaster Relief) ,
3. DoD wholesale activities.
4. DoD retail activities worldwide.
5. U.S. Coast Guard.
6. Department of Interior for TTPI /AMSAMOA.
7. GSA .
8. U.S. AID non-DoD supported.
9. Other Federal Agencies.

F. UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

1. Policy

a. AID missions may obtain requirements for approved programs and projects as well as administrative support on a nonreimbursable basis, under this paragraph.

b. AID activities will submit requisitions in MILSTRIP format by the fastest communications media available. Following is the order of preference:

(1) Electrically, by data pattern or formatted teletypewriter message.

(2) Mailed machine readable transaction.

(3) Other.

2. **Rescission.** All previous instructions for AID participant ion are rescinded when these procedures are implemented.

3. Procedures

a. AID activities will forward requisitions using the above policies.

b. DEPRA will process AID requisitions under chapter 6 of this supplement.

c. Requisitions for DoD supported requirements must cite Project Code DSR (rp 57-59) .

4. **Billing Procedures**

a. For assets not immediately available, DEPRA will hold requisitions until the RDD assigned by the requisitioner, or, in the absence of an assigned RDD, for 180 days, whichever date occurs first. Therefore, it is essential that AID missions establish an RDD control obligations record since no status will be provided until the requisition is referred or the RDD is met.

b. SUPACTS will bill (via SF 1080) under a signal code to cover PCH&T costs, not to exceed 7-1/.2 percent of the EDV, or .3-1/2 percent of the EDV if within country, or actual costs, whichever is less. In those instances where the SUPADD field is blank or garbled, the BOAC may be constructed as follows:

(1) First two positions of the BOAC will always be 7.2.

(2) Positions 3 and 4 of the BOAC will be the same as rp 32-33 (positions 3 and 4 of the requisitioner AAC) of the requisition

transaction. Positions 3 and 4 of an AID AAC identify the country; for example, R6-Burma, TO-Thailand.

5. Reports . DEPRA will provide AID, Washington, DC, with statistical data as specified in appendix C.

G. SERVICES **UNIQUE** PROCESSING RULES

1. **Department of the Army**

a. Processing Excess Transactions. DI FTE transactions received containing A, B, C, or W in rp 30 and G in rp 52 are assigned Special Interest Code P. DEPRA does not redistribute these excesses to Army activities. Excesses are redistributed to activities other than Army only when disposal type advice has been received. DI FTE transactions containing A, C, or W in rp 30 and GA in rp 52-53 for items excluded by chapter 4, paragraph B. , will not be processed by the DEPRA system .

b. Army Pacific Requisition Processing. Army Pacific activities require a check of rp 54 for Distribution Codes K (KILO) , H (HOTEL) , and J (JULIET) , to determine the validity of participants identified in either rp 30-35 or 45-50. Army Pacific requisitions with GA in rp 52-53 are for items excluded by chapter 4, paragraph B. , and will not be processed by the DEPRA system.

c. Army Europe Requisitioning and Excess Transaction Processing, Army Europe activities require a check of rp 54 of the requisition for Distribution Codes G (GOLF) , Q (QUEBEC) , V (VICTOR) , W (WHISKEY) , X (X-RAY) , and 7 (SEVEN) , to determine validity of participants identified in either rp 30-35 or 45-50. Requisitions from valid Army Europe participants with MILSTRIP priorities 01-15 will be processed by the DEPRA system whether addressed to the DEPRA COMM RI or not. Army Europe requisitions with GA in rp 52-53 are for items excluded by chapter 4, paragraph B., and will not be processed by the DEPRA system . Army Europe excess transactions containing DoDAAC WK4GGD or WK4V1D will be subjected to preliminary, normal, and/or extended DEPRA screening as indicated below:

(1) The preliminary DEPRA screen matches Army EUCOM funded requisitions against WK4GGD and WK4V1D excesses for an initial 20-day period. This initial screening period is expendable to a maximum of 60 days if redistribution occurs. When redistribution does not occur during

CH 3

DoD 4000.25-1-S2

the 20-day screen period, DEPRA releases the excess! based on the following criteria:

(a) When the excess report is for an SOS other than Army, DEPRA will forward the DI FTE to DAAS for routing to the SOS.

(b) When the excess report is for an Army SOS and the condition code is A, DEPRA will generate TA status/DI FTR for return to Depot RI AN5.

(c) When the excess report is for an Army SOS and the condition code is other than A, DEPRA will generate TA status/DI FTR for return to Depot RI BK4.

(2) Replies to a report of excess with other than SF, SL, SN, and TC status will be processed by DEPRA under chapter 4, paragraph E.

(3) Replies to a report of excess with SF, SL, SN, and TC status cause DEPRA to screen all EUCOM requisitions against WK4GGD and WK4V1D excesses for a 20-day period extendable to 60 days if redistribution occurs. When redistribution does not occur during a 20-day screen period, DEPRA releases the disposition instructions to the reporting activity.

d. DEPRA generates DI A4_ referral orders for redistribution of Army excesses.

2. Department of the Navy

a. Reports of Excess. Excess reports from Navy PACOM nominators N00604 - Pearl Harbor, N00 651 - Subic Bay, N61119 - Guam, N62649 - Yokosuka, and Navy EUCOM nominator N.6?863 Rota (Spain) for the DEPRA system must reflect "YT6680" in the SUPADD field.

b. Requisition Fund Codes. In processing requisitions from Navy activities in the EUCOMS and PACOMS, DEPRA perpetuates the fund code from the original requisition when a redistribution action is made against a Navy or Marine Corps excess which is being screened by a CONUS IMM or which a CONUS IMM has directed return with or without credit and has not reached the SED.

c. Naval Ship and Shore Activities. Although Naval ship and shore activities with R or V in the first position of the DoDAAC are

OCONUS activities, these activities are not identified in the DAAS Master Routing File as DEPRA participants with the exception of those activities indicated as medical requisitioners in appendix D.

3. **Department** of the **Air Force**

a. Routing. Special rules are applied to communications routing of DEPRA traffic going to USAF medical accounts. The DEPRA program inserts a TEXT-Header transaction to separate this traffic from base supply traffic.

b. Materiel Management Aggregation Codes. The DEPRA program has an edit included to bypass DEPRA on all "F" series traffic containing MMA Codes CM (Nuclear Ordnance Commodity Management) and AQ (ammunition and explosives.) These are USAF peculiar codes.

c. USAFE Input Status. USAF in EUCOM uses unique B__ series transactions for issuing status. The DEPRA system processes these DI B_ series inputs as DI AE_ or DI AS_ and outputs status in the DI AE_ or DI AS formats.

d. Materiel Condition Code. For USAF medical activities, the DEPRA program changes the materiel condition codes (permanently changed upstream and downstream) utilizing MILSTRAP (reference (1)) condition codes .

e. DI A2 Transactions. DEPRA generates DI A2_ RDOS for USAF excesses.

f. Blank Fund Code. DI AO_requisitions from USAF activities (EUCOM and PACOM) with a blank fund code (rp 52-53) are processed as "FILL or KILL. "

g. USAF Redistribution Orders (Partial Fill - Partial Pass Action). When this condition occurs, the original requisition document number is used for the DEPRA redistribution action. For the remaining unfilled quantity to be passed to the CONUS SOS, DEPRA creates a new document number, utilizing a 9000 document serial number assigned to each 1050 base computer. This procedure is necessary due to the nonacceptance by the USAF system of separate due-ins on the same document number (EUCOM and PACOM theaters) .

CH 3

DoD 4000.25-1-S2

h. AFRAMS Items. DEPRA assigns a special interest code in the Basic Item Record for AFRAMS items. This signifies not to redistribute unless disposal type advice has been posted.

i. USAF Medical Activities (Partial Fill). If the requisition contains a USAF medical activity on funded requisitions, and the DEPRA system processed a partial fill quantity, the remaining quantity is killed rather than passed to the IMM for continued supply action.

4. **United States Marine Corps**

a. Partial Redistribution Actions. Partial redistribution actions in support of USMC requisitions are limited to three suffixes (L, M, and Q) .

b. Requisition Fund Codes. In processing requisitions from USMC activities, DEPRA perpetuates the fund code from the original requisition when a redistribution action is made against a USMC or Navy excess which is being screened by the CONUS IMM or which the CONUS IMM has directed to be returned with or without credit and has not yet reached the SED.

H. **BASE CLOSURES**

1. *Policy*

a. Base closure procedures provide a means of securing disposition instructions for materiel remaining in base inventories and to provide for maximum redistribution of excesses. All assets currently directed to be reported will be reported to ensure screening against requirements. Exceptions must be approved by the ASD (P&L) .

b. Participating activities may request exemption from screening on a case-by-case basis for excess materiel generated as a result of rapid phase down or accelerated base closures. Requests will be submitted through normal Service channels to their respective Military Department. Approved requests will be submitted to the Director, Defense Logistics Standard Systems Division, ATTN: DLSSD-BM, for final resolution. Each request must contain full documentation and justification that make utilization of normal DEPRA screening impractical.

c. Specific base closure procedural interface will be approved by the Military Department concerned in coordination with DLSSD-BM.

d. Final action to ensure that abandonment, destruction, or donation of materiel are held to a minimum will be included in procedures developed for each base closure. The nearest U.S. installation to which residual assets will be shipped or from whom final supply support will be provided will be identified in the specific procedures.

2. Specific Procedures. Phases necessary to base closure are outlined below. Two or more of these phases may be initiated concurrently. The Military Department will designate the effective date for each of the following phases.

a. PHASE I - Unfunded Requisitions. Closing activity terminated as an unfunded requisitioner. All closing activity unfunded requisitions will be canceled and DI AE_/Status Code CB provided to the activity. Cancellations using DI AC3 will be sent to all activities holding unfunded referrals for the closing activity.

b. PHASE II - Funded Requisitions. Closing activity terminated as a funded requisitioner. Funded requisitions referred for supply action will be canceled. Funded requisitions received following the cutoff date designated will be forwarded to rp 4-6 or rejected if addressed to RI HR1.

c. PHASE III - Funded Referrals. DEPRA stops the processing of funded referrals against closing activity assets and provides all disposition instructions pertaining to returns with or without credit (DI FTR/Status Code TA or TB) to the closing activity.

d. PHASE IV - Unfunded Referrals. DEPRA stops the processing of unfunded referrals for materiel under \$500 with disposition instructions directing disposal (DI FTR/Status Code TC) and provides these disposition instructions to the closing activity.

e. PHASE V - Not Used.

f. PHASE VI - Disposition Instructions. DEPRA informs the closing activity of materiel valued at \$500 with disposition instructions directing disposal using TC status/DI FTR.

g. PHASE VII - Termination as an Authorized Nominator. DEPRA terminates the closing activity as an authorized nominator of DI FTE transactions and forwards DI FTF followups through DAAS for all closing activity DI FTEs on file without disposition instructions. DEPRA will continue to follow up until disposition instructions are received for all

CH 3

DoD 4000.25-1-S2

DI FTEs on file. Any subsequent DI FTEs erroneously received from the closing activity will bypass DEPRA and will be forwarded to the RI in rp 4-6 or rejected if addressed to RI HR1.

h. PHASE VII I - File Closure. DEPRA submits DI FTC transactions to the IMM for all open DI FTEs and forwards DI FTR with Advice Code TE to the closing activity. The activity code will be removed from DEPRA files and any future transactions addressed to DEPRA will be rejected as an unauthorized participant.

I. RESERVED

J. RESERVED

K. AIR FORCE CONTRACTORS

1. *General*. USAF contractors, when authorized by the AFCMC to participate in the DEPRA system, will comply with standard excess reporting and requisitioning (MILSTRIP (reference (b))) procedures as supplemented by provisions of this manual. Exceptions to this statement are reflected in the following paragraphs. Variations peculiar to one contractor will be reflected in applicable portions of the contract and will not be enumerated in this manual.

2. **Excess** Reporting . Contractor activities will report excesses of Government furnished property, using standard reporting formats (such as DI FTE) .

3. **Requisitioning**

a. Contractor activities will submit all MILSTRIP requisitions to DEPRA except those for materiel required to alleviate NMCS conditions.

b. Due to the limited time period a contract remains in effect, the contractor will, if at all possible, refrain from submission of deferred requirements and limit requisition submission to the "FILL or PASS" /"FILL or KILL" categories.

4. **Redistribution**

a. RDOS to AFCMC contractors will be in MILSTRIP DI AS3 shipment status format.

b. Status provided by the contractor will be in MILSTRIP DI AE3 supply status or DI AS3 shipment status format. Rp 54 (distribution code field) will always contain a numeric "1. "

c. In order to minimize transportation costs, contractor activities will use DoD transportation channels to ship property whenever feasible.

5. Reports. Normally, one copy of all reports prepared by DEPRA for customer use will be provided to each contractor activity.